

WRETHAM PARISH COUNCIL

1 March 2018

Members of the public are invited to attend a Meeting of Wretham Parish Council to be held in Wretham Village Hall, Church Road, on Thursday, 8 March 2018 at 7.00 p.m. for the purpose of transacting the following business.



Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

Agenda

1. **To consider accepting** the reasons for any apologies for absence.
2. **Declarations of interest** in items on the agenda. Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
3. **To consider** any applications made by Members for a dispensation to allow them to participate and vote on an agenda item in spite of a Disclosable Pecuniary Interest.
4. **Public participation session.** The Council's Standing Orders allow members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. This session should not exceed 20 minutes, and members of the public are requested to keep their comments brief. Please note that the Council is unable to make a decision binding in law at this meeting unless the item is already included on the published agenda. It can, though, place the matter on the agenda for discussion at a future meeting.
5. **To confirm** and **sign** the minutes of the meeting held on Thursday, 7 December 2017.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [4] **Stonebridge Camp.** The developer had told Councillors that he was thinking of applying for an amendment to the approved plans so as to replace the garages with cart sheds, and alter the porches on some of the house types. The Clerk had, after consultation with Councillors, also asked if he would be prepared to ask for permission to move the Trod back to the position shown on the last set of plans seen by the Council, in Version L of the plans, where it followed the line of the visibility splay to the south of the entrance. (The Council had objected to the proposal to construct this to NCC footway standards which, it felt, would give too urban an appearance. Unfortunately, when this was said at the Planning Committee meeting, permission was given subject to the Trod remaining in the current style and in the current location, whereas the Council had felt that the location further away from the road was better for

users.) Subsequently the developer has decided that making the changes would delay work too much, and so is continuing to work to the approved plan Version M. The Clerk has asked Breckland Planning whether it would be possible for it to approve a relocation of the Trod without the need for an application, were the developer to ask for it. A full response is still awaited.

6.2. [14.1] **Clerk's salary.** Cheque no. 100681 to the Clerk was made out for 20p less than the correct amount. This will be rectified in the next pay cheque.

7. **To receive** Correspondence (available at the meeting).

7.1. Secretary to Wretham Parochial Church Council: *Letter of thanks for grant.*

7.2. Breckland Council: *Notification of submission of Breckland Local Plan and Policies Maps - The Town and Country Planning (Local Planning) (England) Regulations 2012: Submission of documents and information to the Secretary of State (Regulation 22).*

7.3. County Councillor Fabian Eagle: *Raise in Councillors allowances.* Councillor Eagle says that he voted for the increase, but intends (for the next four years) to put the extra allowance towards assisting projects within his parishes which improve community interaction.

7.4. National Employers for Local Government Services: *Local Government Pay 2018.*

7.5. Westcotec Limited: *Letter re potential component fault in SAM2.*

7.6. HM Revenue & Customs: *Letter advising "we need to update some of our older IT systems", which will affect those like this Council who make claims using form VAT126, but providing no information about what the affect will be. They will write again nearer the time.*

7.7. *Clerks & Councils Direct* - January 2018.

7.8. Barclays Bank Plc: *Your Community Account Statement* - 1-29 December 2017

7.9. Barclays Bank Plc: *Your Active Saver Account Statement* - 1-29 December 2017

7.10. Norfolk Constabulary: *Minutes of the Safer Neighbourhood Action Panel (SNAP) Meeting* - 21 December 2017.

7.11. National Association of Local Councils: *Open letter to Councillors from Chairman of NALC.*

7.12. Society of Local Council Clerks: *Legal Advice Note on the General Data Protection Regulation.*

7.13. Barclays Bank Plc: *Your Community Account statement* - 30 December 2017 - 31 January 2018.

7.14. HAGS: *Inclusive Playground Solutions.*

7.15. Norris & Fisher Insurance Brokers Limited: *Re: Local Council Insurance.*

7.16. *Clerks & Council Direct* - March 2018.

7.17. Norfolk County Council: *Tip or skip? County Council urges DIYers to make waste part of their project plan.*

7.18. Norfolk Association of Local Councils: *GDPR toolkit and other National ALC related updates.*

7.19. National Association of Local Councils: *New Data Protection Laws - A GDPR Toolkit of local councils* - February 2018.

8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.

8.1. **3PL/2012/0707/F, 3PL/2012/0708/F, 3PL/2012/0709/F, 3PL/2012/0710/F & 3PL/2012/0715/F: Watering Farm, Woodcock Road, Stow Bedon.** Demolition of existing duck rearing buildings & erection of pig rear buildings (Retrospective). Planning Permission dated 5 February 2018.

- 8.2. **3PL/2017/0706/F: Woodcock Road, Wretham.** Removal of 1no poultry house and erection of 1no new poultry house and egg store. Planning Permission dated 21 February 2018.
- 8.3. **3PL/2018/0161/F: The Estate Office, Larkshall, Thetford Road, Wretham.** Application for Proposed extension to existing pack house and office building.
9. **To consider** asking Breckland Council to provide the Council with copies of all documents submitted with Planning Applications, as they promised to do in February 2016. Apparently, despite this promise, sometime around June 2017 they decided (without any consultation or even advice) to only send out copies of the plans and the application form.
10. **To consider** the issue of the increasing amount of litter along the Trod and in other locations, and **to identify and agree** any possible actions to address the problem.
11. **To review** the Council's Financial Regulations.
12. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.
13. **To review** the Risk Assessment.
14. **To carry out** the Annual Review of the system of internal control.
15. **To note** an email from Breckland Council's Democratic Team Leader, reminding all Parish Councillors of the importance of keeping their 'Disclosable Pecuniary Interests and Other Registrable Interests' form up to date as required by Sections 29 - 34 of the Localism Act 2011.
16. **Finance.**
 - 16.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £864.10 (salary for 1 January 2018 to 31 March 2018: £802.63; Mileage Allowance Payment for 30 November 2017 - 27 February 2018: £41.27; Telephone Allowance payment: £20.00; Correction to cheque no. 100681: £0.20).
 - 16.2. **To approve** payment of £7.73 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 30 November 2017 to 1 March 2018.
 - 16.3. **To approve** payment of £111.75 (£93.13 + £18.62 VAT) to Mrs Joy Townsend in reimbursement for her having paid the invoice from Wix for hosting the Village Website for 15 February 2018 - 15 February 2019.
 - 16.4. **To consider**, and if agreed, **approve** making a grant to MAGPAS (Mid Anglia General Practitioner Accident Service). (£75 has been placed in the budget, but no appeal letter has been received this year.)
 - 16.5. **To approve** payment of £56.25 to Wretham Village Hall in settlement of their invoice no. 72 for hire of the Hall for meetings during the 2017-2018 financial year.
 - 16.6. **To approve** payment of £6.25 to Norfolk Association of Local Councils in part settlement of invoice no. 1413, being this parish's share of the cost of the Clerk attending the General Data Protection Regulation Awareness course on 20 February 2018.
 - 16.7. **To note** that on 4 January 2018, on 6 February BT collected and on 9 March (or just after) will collect, payments of £49.08 (£40.90 + £8.18 VAT) from the Council's account by direct debit in settlement of their bills reference M022, M023, and M024, for provision of broadband services.
 - 16.8. **To note** receipt of the following credits:

16.8.1. Glass recycling: £131.98, paid by Norfolk County Council.

16.8.2. Interest: £17.65 from Barclays Bank.

16.8.3. £24.00 for seats on the STANTA Tour.

16.9. **To receive** the Monthly Financial Report.

17. **To decide** on any matters for consideration at next meeting.

18. **To confirm** the date of the next meeting as Thursday, 12 April 2018 at 7.00 p.m. in Wretham Village Hall.

Future Meeting dates:

Thursday, 12 April 2018

Thursday, 10 May 2018

Thursday, 14 June 2018

Thursday, 12 July 2018

Thursday, 9 August 2018

Thursday, 13 September 2018

Thursday, 11 October 2018

Thursday, 8 November 2018

Thursday, 6 December 2018

Thursday, 10 January 2019

Thursday, 14 February 2019

Thursday, 14 March 2019